



**City Council
Pre-Agenda Meeting
Tuesday, April 12, 2005
4:00 P.M.**

The regularly scheduled Pre-Agenda Meeting of the Trinity City Council was held on Tuesday, April 12, 2005 at Trinity City Hall.

MEMBERS PRESENT: Mayor, Jimmy Shore; Council members Karen Bridges, Phil Brown, Barbara Ewings, Barry Lambeth, Dwight Meredith, and Edith Reddick.

MEMBERS ABSENT: Bob Labonte, and Miles Talbert.

OTHERS PRESENT: City Manager Ann Bailie; City Attorney, Bob Wilhoit; City Planning/Zoning Code Enforcement Administrator, Adam Stumb; City Clerk/Finance Officer, Debbie Hinson; City Engineer Randy McNeill; Members of the Press; and other interested parties.

ITEM 1. Welcome

Mayor Shore called the April 12, 2005 Regular Pre-Agenda Meeting of the Trinity City Council to order at 4:00 pm and welcomed everyone present.

ITEM II. Invocation

The invocation was given by Council member Lambeth.

Prior to continuing with the Agenda, Mayor Shore advised Council that he had invited Cody Jordon a student from Archdale/Trinity Middle School that had been chosen to represent the school and community in Washington, DC at the Junior National Young Leadership Conference. Mayor Shore asked Cody to discuss with Council his request.

Cody thanked Mayor and Council for the opportunity to speak with them. He advised Council that he had been chosen by the 7th grade teachers at Archdale-Trinity Middle School to attend the Junior National Young Leadership Conference in Washington, DC. I was chosen because of my good citizenship, knowledge of history, and my ability to articulate my thoughts. The conference will provide an opportunity for me to expand my knowledge of history and share my interest with others my age. I am seeking financial support for this trip. I would appreciate any business or organization that would help make this opportunity possible. If you or anyone you know is interested in helping me meet my goal please contact me at 336-431-6272 or 336-848-0051.

There was a brief discussion between Cody, Council members, Mayor Shore, and Manager Bailie on what he would be studying. Council member Meredith suggested that Cody contact the Trinity Historical Society. Council members and Mayor Shore advised Cody that they would consider support for his request personally; however no city funds could be used for this type of donation.

ITEM III. Proposed Items for the April 12, 2005 Regular Meeting of the Trinity City Council

Mayor Shore called for discussion and or motion to add these items to the April 19, 2005 Regular Meeting Agenda.

Review and Approval of Minutes

- 1. March 8, 2005 Pre-agenda Meeting**
- 2. March 15, 2005 Regular City Council Meeting**

Council member Reddick made a motion to add these items to the April 19, 2005 Regular Meeting Agenda. Council member Ewings seconded the motion. The motion and second was approved unanimously by all Council members present.

Proclamation/Recognition

3. Proclamation Declaring May 1 – 7, 2005 As Municipal Clerks Week

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Reddick made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Ewings seconded the motion. The motion and second was approved unanimously by all Council members present.

Reports

4. Annual Report And Funding Request For Archdale Library (Naomi Galbreath, Archdale Branch Manager)

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Ewings made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Reddick seconded the motion. The motion and second was approved unanimously by all Council members present.

5. Update: Archdale-Trinity YMCA (Ron Austin, Fred Meredith, John Maddocks)

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Brown made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Reddick seconded the motion. The motion and second was approved unanimously by all Council members present.

6. Update: Sewer Projects (Randy McNeill)

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Lambeth made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Ewings seconded the motion. The motion and second was approved unanimously by all Council members present.

7. Report And Recommendations Of The Fire Protection Task Force

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Brown made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Lambeth seconded the motion. The motion and second was approved unanimously by all Council members present.

After the vote there was discussion between Council members and Manager Bailie concerning information on this item. Manager Bailie advised Council that there were no items in regard to this item included in the packet. It is my recommendation that Council listen to the presentation at the April 19, 2005 meeting. You will also receive a written report at which time you would make a motion to accept the report but take no action on the recommendation that night.

The final Fire Task Force will be held and the final report reviewed on Tuesday, April 19, 2005 at 8:00 am, at City Hall. If you plan to attend please advise me so that we can notify the media that a quorum of Council will be present.

Public Hearings

8. Consider Request By Martha Stunda To Add "Reception House" To Chart Of Permitted Uses. As Proposed, Use Would Require Special Use Permitting In RA (Residential Agriculture) And R-40 (Residential 40,000 Sq. Ft. Lot) Districts.

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Bridges asked why the parking was designated to the rear yard as addressed in the Design Standards (1) Parking (a). She discussed her thoughts why this might cause a problem for some site locations.

After discussion among Council members, Mayor Shore, and Mr. Stumb, Planning Administrator, it was the consensus of Council that the section relating to parking be changed to read:

(1) (a) Parking shall be one space per 3 guests plus one per employee.

With no further discussion, Council member Bridges made a motion to add this item to the April 19, 2005 Regular Meeting Agenda with recommended changes. Council member Ewings seconded the motion. The motion and second was approved unanimously by all Council members present.

9. Consider Request From Harmony Industries To Add “Recycling Processing Facility, Indoors” To Chart Of Permitted Uses. As Proposed, Use Would Be Permitted In M-2 (Light Industrial) And M-1 (Heavy Industrial) Zoning Districts.

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Mr. Stumb discussed this item with Council advising them Mr. David Pendelbury of Harmony Industries had requested the City **add to the chart of Permitted Uses a Recycling Process Facility.**

This requested use would include processing, sorting, assembly, breaking up, temporary storage and distribution of recyclable or reusable scrap and waste material. It will be operated similar to a transfer station for recyclables. All of this will be done inside of the building and they will not be storing junk metal outside. The site for this location is approximately 3 acres in size.

Council members discussed why this item was being added as a Permitted Use verses a Special Use. Mr. Stumb advised Council this use would not have a high nuisance level. There will be trucks entering and exiting this site but there will not be junk lying around. This facility will not have a high noise or pollution level.

Council members discussed the amendment concerning outside storage. After discussion, it was the consensus of Council that Mr. Stumb make the necessary changes in the verbiage of the definition to include that there will be no outside storage and that storage will be enclosed in the building.

Council member Lambeth made a motion to add this item to the April 19, 2005 Regular Meeting Agenda with noted changes. Council member Bridges seconded the motion. The motion and second was approved unanimously by all Council members present.

10. Consider Request From Harmony Industries For A Special Intensity Allocation To Allow Up To 70% Built-Upon Area. (Public Hearing Not Required.)

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Council member Meredith made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Brown seconded the motion. The motion and second was approved unanimously by all Council members present.

After the vote Council discussed the recommendation from the Planning Board as well as staff recommendation. Mr. Stumb advised Council that he felt the applicant needed at least 65% to complete his project. This will be for parking lot space to enable the trucks to turn around.

11. Minor Text Amendments To Zoning Ordinance

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Mr. Stumb advised Council members this amendment was needed due to a typographical error in Section 8-6 of the Ordinance. The first sentence of this paragraph needs to be changed from City Council or Board of Adjustment to City Council and the Planning and Zoning Board.

After discussion between Council members, Attorney Wilhoit, Manager Bailie, and Mr. Stumb concerning the need for Board of Adjustment or Planning and Zoning Board verbiage in this section, it was the consensus of Council that both Board of Adjustment and Planning and Zoning Board be deleted from this section completely since City Council made the final decision on all Special Use Permits. Attorney Wilhoit to check and make sure there was nothing to prohibit this.

Council member Meredith made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Brown seconded the motion. The motion and second was approved unanimously by all Council members present.

Unfinished Business

None

New Business

12. Consider Approval Of Lease/Purchase For Voice Mail System And Direct Line For City Manager.

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Manager Bailie discussed the proposal to add voice mail to the telephone system as well as the addition of a direct line to the Manager's office. The costs for this fiscal year would be \$540.00. There would be ten (10) additional lease payments totaling \$1,697.80 as well as the additional \$30.00 per month for the additional line if approved by Council for fiscal year 05-06. Our request is for Council to approve this expenditure for this fiscal year (04-05).

Council members discussed the need for voice mail and how this would allow persons to call in and ring into a specific mailbox if the person they wished to speak with was not available.

Council member Ewings made a motion to approve the lease purchase for the voice mail system and the direct line for the City Manager. Council member Bridges seconded the motion. The motion and second was approved unanimously by all Council members present.

Since action was taken on this item, this item will not be included on the Regular Meeting Agenda of the Trinity City Council on April 19, 2005.**

13. Consider Cash Management and Investment Policy (Debbie Hinson)

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Manager Bailie advised Council members this was something that the Clerk/Finance Officer had put together. This policy outlines the City's process for cash management and investments.

Ms. Hinson advised Council this policy was discussed with the auditors last year and will serve as a guide for cash management and investments for the future. It will provide protection for Council and its employees and will serve as a tool for Council that will enable them to be responsible fiduciary agents for the citizens of Trinity.

After a brief discussion, *Council member Bridges made a motion to approve the policy as written. Council member Ewings seconded the motion. The motion and second was approved unanimously by all Council members present.*

Since action was taken on this item, this item will not be included on the Regular Meeting Agenda of the Trinity City Council on April 19, 2005.**

14. Appointment (1) to Utilities Committee

Mayor Shore called for discussion and or motion to add this item to the April 19, 2005 Regular Meeting Agenda.

Manager Bailie advised Council members that Mickey Callahan had returned his application and volunteered to serve on the Utilities Committee. This will fill the vacancy created in Ward 3 by the resignation of Anthony Lee.

After a brief discussion, *Council member Bridges made a motion to appoint Mickey Callahan to the Utilities Committee representing Ward 3. Council member Lambeth seconded the motion. The motion and second was approved unanimously by all Council members present.*

Since action was taken on this item, this item will not be included on the Regular Meeting Agenda of the Trinity City Council on April 19, 2005. However, Mayor Shore will publicly announce the person chosen to fill this position on the Utilities Committee.*

Additional Pre-Agenda Meeting Business

ITEM IV. Consider Colonial Heights Change Order

Mayor Shore called on Mr. McNeill, City Engineer to brief Council on this item.

Mr. McNeill discussed the sewer system for the Colonial Heights Project at the time bids were received. The original plans called for 12" PVC Pipe in the vicinity of the pump station. Since that time we have looked at some factors that need to be considered that has resulted in this request. The sewer line is 25 feet deep in this area and we are concerned about differential settlement. There is also a valve that will go on this line so that this pump station can be closed off when we need to bypass the pump station in the future.

We recommend that this section have ductile iron epoxy coated pipe to prevent corrosion. The cost to replace the PVC Pipe with this pipe is \$5,175.00. This change is for approximately 345 feet of pipe.

Mr. McNeill, Manager Bailie, Mayor Shore, and Council members discussed the possibility of authorizing staff to commit to change orders in the event that a decision needed to be made immediately that could not wait until the next scheduled meeting of Council. *After considerable discussion it was the consensus of Council that they maintain the authority for change orders and in the event an emergency situation arose, the City Manager would do a telephone poll for consensus to each Council member and the Mayor prior to commitment.*

Council discussed the concerns presented by the engineer as well as potential future repair costs if this change order was not approved as recommended.

At the conclusion of the discussion, Manager Bailie asked that Council consider action on this item tonight so that the contractor may proceed.

Council member Lambeth made a motion to accept the change order. Council member Brown seconded the motion. The motion and second was approved unanimously.

*****Since action was taken on this item, this item will not be included on the Regular Meeting Agenda of the Trinity City Council on April 19, 2005.*****

ITEM V. Addition To Building (Discussion)

After opening this item, Mayor Shore, Council members, Manager Bailie, Mr. Stumb, and the City Engineer discussed the addition to City Hall. Items discussed were the status of the septic permit, the size of the building addition needed, how to make the addition usable for future years even if the existing building were to be removed, permits that was needed as well as standards of both the building code and the City of Trinity Ordinance. Mr. McNeill discussed the process that would be used if the city chose to allow the City Engineer to contract with an architect to begin with some plans for Council to consider.

After further discussion concerning how Council wished to proceed, it was the consensus of Council for Manager Bailie to begin the process and to work through the City Engineer Firm of Davis, Martin, Powell, and Associates to produce some documentation for a starting point to be reviewed by Council and staff.

After the vote Mr. McNeill advised Mayor and Council that he would write some kind of formal proposal but since this project did not have a scope yet the proposal would be based on a price per hour and will contain a ceiling amount.

ITEM VI. Business From Mayor And Council

Mayor Shore opened this item and discussed the following :

Partnership for Children

Mayor Shore advised Council members that Mr. Owen George with Randolph County Partnership for Children made contact with the city and asked that a Proclamation for the period of April 03, 2005 through April 09, 2005 be declared as Week of the Young Child. He needed this before our meeting if possible. I did sign the Proclamation and forwarded the original back to him and gave the other copy to city staff.

Manager Bailie advised Council members that there would be a copy of this Proclamation included with their packets for the Regular Meeting of the Council to be held on April 19, 2005. This is the same Proclamation as Council approved last year for this organization. The dates did not correspond with our meeting dates for April and we did not receive the information in time for the March meeting.

Comments from Council

Council members discussed their desire to help Cody who addressed them earlier as a group. After discussion it was the consensus of Council to take up donations among members and staff that would like to donate money for his request at the April 19, 2005 meeting.

ITEM VII. Business From City Manager

Manager Bailie discussed the following items:

Budget Amendment

Manager Bailie advised Council that she would like to add to the Agenda a Budget Amendment for legal fees dealing with the Local Sewer Capital Project.

Council member Ewings made a motion to add this item to the April 19, 2005 Regular Meeting Agenda. Council member Meredith seconded the motion. The motion and second was approved unanimously by all Council members present.

City Newsletter

Manager Bailie advised Council members the city newsletter had been mailed and shared some comments received from the newsletter. We have received 1 SIM TRINITY response to date. Response from this individual indicated they were ready to raise the tax rate to pay for the following changes : law enforcement and suggests that we contract with the City of Archdale, to pay for trash and recyclables and indicates this should have been done already even with the current .05 cents tax base. The priorities were grouped as follows if all services were free.

1. Curbside Trash and Recycling
2. Law Enforcement
3. Restaurants and Shopping
4. Neighborhood Parks
5. Library
6. Greenways & Bikeways
7. Improve the Look of NC Highway 62
8. Curb and Sidewalks

This is our first response. We also received a call in response to the newsletter regarding the paving of private roads. We discussed the guidelines of the General Statutes regarding how responsibility can be assumed by the City of such roads with this resident. The statutes states that if the city is petitioned by a majority of the property owners of the private road, the city can make the improvements to the road and assess 50% of the improvements to those property owners over a 10 year period.

Mayor Shore discussed the condition of the roads in the Industrial Park located in Trinity as well as a conversation that he had with one of the business owners located in this park. This is something that he is going to pursue with other business owners in this park in an effort to get road improvements.

Mr. McNeill, City Engineer, advised Council the process for this was to assign the engineer the task to evaluate the conditions and to determine the costs to complete the project. This gives Council a number to begin discussion with homeowners and business owners for the city to make improvements and assume the maintenance of the streets evaluated for the project.

Drainage Problems

Manager Bailie discussed drainage problems in Steeplegate and advised Council that she and Mr. McNeill had investigated the complaints received. After further investigation by Mr. McNeill it appears that the drainage problems are located on city property.

I am looking for recommendations for persons that might do storm drainage work as well as street repair work. I would like to get someone on board that we may contact as the need arises. If anyone has knowledge of firms or individuals that do this type of work please advise me.

Finance Committee Meeting

Manager Bailie advised members of the Council there would be a brief meeting of the Finance Committee following the conclusion of this meeting to begin discussion of the 05- 06 Annual Budget for the City.

ITEM VIII. Adjournment

With no other business to discuss, Mayor Shore called for motion to adjourn the April 12, 2005 Pre-Agenda Meeting.

Council member Ewings made a motion to adjourn the April 12, 2005 Pre-Agenda Meeting. Council member Meredith seconded the motion. The motion and second was approved unanimously by all Council members present.

These minutes were approved at the May 17, 2005 Regular Meeting of the Trinity City Council with the following change requests by Council member Bridges.

1. Correct the spelling page 4 from cities: to “City’s”.
2. Change the phrase on page 6 regarding the newsletter to read :
“We also received a call in response to the newsletter regarding the paving of private roads.”

With no other corrections, Council member Bridges made a motion to approve the minutes with these corrections as listed above. The motion was seconded by Council member Talbert and approved unanimously by all Council members present.

James D. Shore, Mayor

Date

Debbie Hinson, City Clerk

Date